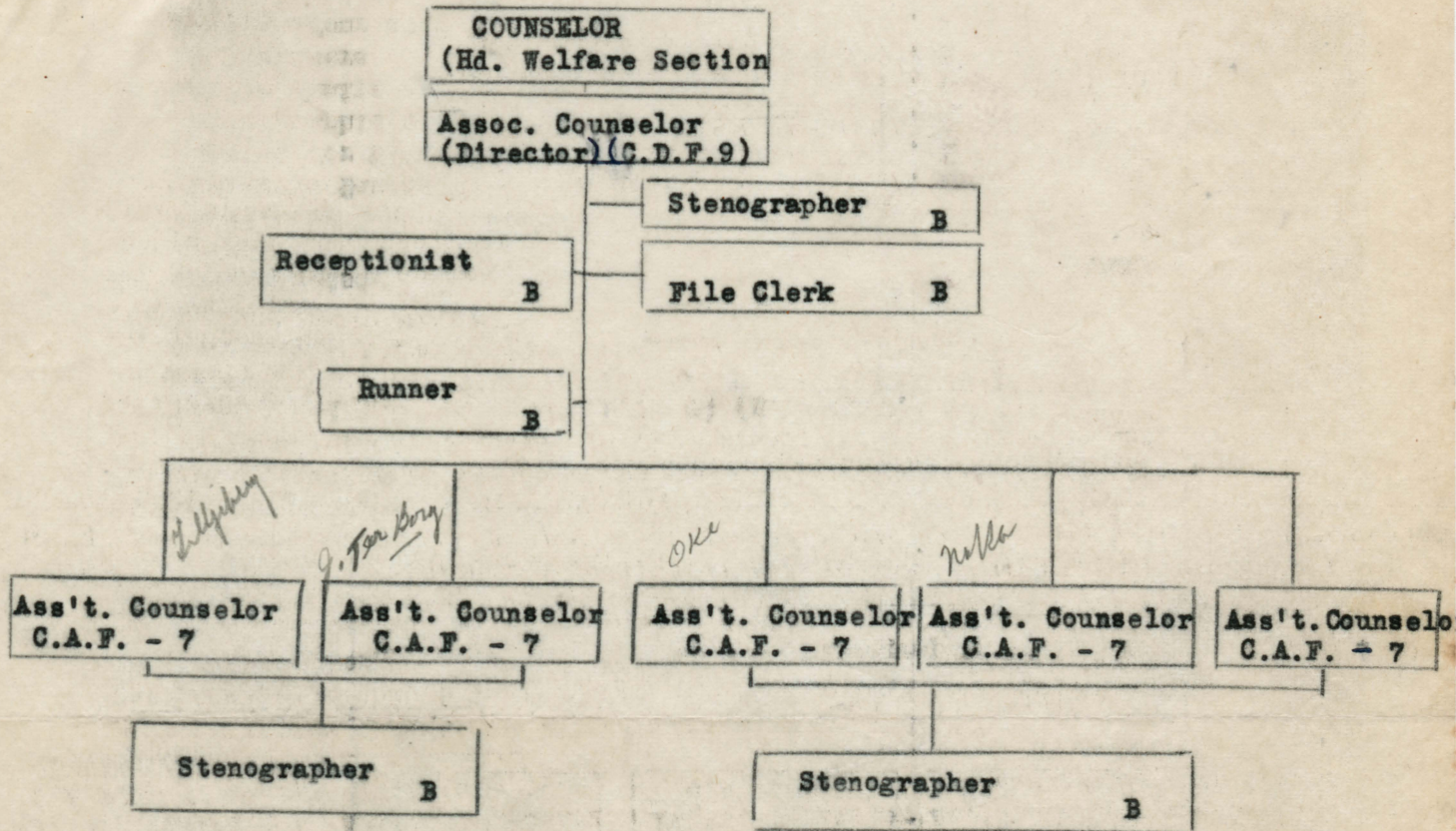


4-1-50

FAMILY COUNSELING UNIT
ORGANIZATION



Personnel:

Appointed - 6 (1 - C.A.F. 9) (5 - C.A.F.)
Evacuee - 6 (B)

Equipment Needed:

Space
Desks or Tables For Counselors. 6
Chairs for Counselor. 6
Stenographic Desks & Chairs 6
Extra Chairs or Benches 6
Typewriters 5⁴
Files (Four door, lock) 2

SUGGESTED SCHEDULE--JANUARY, 1944

1. Study Groups

A. Case Workers and Counseling Aides.

1. For new members of staff--three sessions weekly.
8:15--9:00 A.M.--Tues., Wed., Thurs.
2. For advanced members of staff--two joint sessions weekly.
8:15--9:00 A.M.--Tues., Thurs.
3. For all members of staff--one hour individual case conference weekly as per schedule and other times as desired by worker or supervisor.
4. Case workers staff meeting--one hour weekly.
1:00--2:00 P.M.--Wed.

B. General Staff

1. One session weekly.
8:15--9:00 A.M.--Friday
Counselor in charge--Program developed by staff committee.

C. Office Staff

1. One session weekly. (If desired)
8:15--9:00 A.M.--Day selected by members of office staff. Program developed by committee under director of the Counselor.

Y.D.

CASE DICTATION
January 20, 1944

CASE WORKER

SECRETARIAL STAFF

Evans, Elizabeth M.....	Mary Hatamiya
Oi, Mary.....	Pauline Suyehiro
Mitani, Giichiro.....	Norma Sugiyama
Arai, Brush.....	Matsumi Mukaida
Watanabe, Kate.....	Jane Kubota
Domoto, Yuriko.....	Matsumi Mukaida
Means, Margaret.....	Yoshiko Kawamura
Gerrild, Jacob.....	Hezie Hinoki
Sara A. Brown.....	Grace Shingu

YD

WELFARE STAFF

January, 1944

GROUP I	Case Aides	Secretarial Staff
	Evans, Elizabeth M.	Mary Hatamiya
	Nakamura, Mitsuko	Matsumi Mukaida
	Oi, Mary	Pauline Suyehiro
	Mitani, Giichiro	Norma Sugiyama
	Arai, Brush	Matsumi Mukaida
	Watanabe, Kate	Pauline Suyehiro
GROUP II	Case Workers	
	Gerrild, Jacob	Hezie Hinoki
	Means, Margaret	Yoshiko Kawamura
	Domoto, Yuriko	Yoshiko Kawamura
GROUP III	General Staff	
	Akahoshi, Helen	Clothing
	Heya, Tsugime	Clothing Head
	Hinoki, Hezie	Mr. Gerrild
	Hatamiya, Mary	EME
	Kajloka, Miyeko	Clothing
	Kawamura, Yoshiko	MM and YD
	Kubota, Jane	Clothing
	Maeda, Miyo	Clothing
	Mukaida, Matsumi	MN and BA
	Shigenatsu, Esther	Receptionist
	Shingu, Grace	SAB
	Sugiyama, Norma	CM
	Suyehiro, Pauline	MO and KW
	Saito, Fumi	File Clerk
	Sara A. Brown, Associate Counselor	Grace Shingu

\$16--Full-time

\$ 8--Half-time

\$12--Part-time

Y.P.

HOUSEKEEPING AIDES

February 1, 1944

Y

HOUSEKEEPING AIDES	FAMILY SERVED	BASIS	WKR	TERM.
Azuma, Fusayo	Ota, Chiyeko's baby	\$ 8	12/22	MO
Chama, Shoichiro	Yamauchi, Shichisaburo	\$16		KW
Hironaka, Jun	Ota, Chiyeko	\$16	12/15	MO
Ito, Chizu	Uyemoto, Tom's children	\$16	12/9	YR KW
Kajioka, Haruo	Kajiwara, Reoichi	\$ 8	1/20	KW
Kawamura, Tomie	Odama, Riyei Y.	\$ 8		MJM
Kimura, Yutaka	Doi, Mitsuji	\$16		MO
Kuruma, Itsuko	Dr. Higa	\$16		KW
Masuda, Shizu	Her son's home	\$16		KW
Matsushige, Tsune	Yoshida, K.	\$ 8	1/18	YD ✓
Nakakihara, Tsuye	Hozma, Kyushiro	\$ 8		GM
Okada, Hide	Nagano T.	\$16		KW
Osaki, Yuki	Ota, Chiyeko's baby	\$ 8	12/22	MO
Ota, Sam	Seki, Pat and Joyce	\$16		MJM
Tsutsui, Yoriaki	Tsutsui, Yoriaki (Mrs.)	\$16		EME
Yuga, Zenshiro	Invalid daughter	\$16		MO